

Tigard-Tualatin School District 23J

Code: KMC-AR

Revised/Reviewed:

Community-Funded Programs and Activities

1. Prior to beginning any fundraising activity or expending/allocating funds for school programs or activities the fundraising group must submit a proposal and receive district approval.
 - a. The school administrator must first approve the fundraising activity and sign the proposal.
 - b. If internet-based fundraising, all contracts or terms of service for the website must be attached to the proposal for review and approval.
 - c. If the fundraising is to cover a service or capital project the proposed scope of work must be attached to the proposal for review and approval.
 - d. If fundraising approved, all service contracts must be signed by district CFO or Superintendent.
 - (1) All capital projects on district grounds require an approved Operations Department Project Application. Copy of approved application must be attached to the proposal.
 - e. An accounting request from the fundraising group may be approved or denied and the decision is final if the entity proceeds with the fundraising.
 - f. Submit administrator approved proposal with attachments to the District Office.
 - g. Proposal must be signed by the Superintendent or designee in order to be approved.
2. Outside organizations maintaining a checking account must have a federal tax ID number separate from the District.
 - a. Unauthorized district staff are prohibited from opening their own checking accounts for school activities.
3. Equitable outcomes for all students and Title IX will guide all decisions.
 - a. Fundraising through ticket sales will allow equal access to tickets with an approved portion allocated for local sales with no related ticket processing fees.
 - (1) Tickets will be available within each section of the venue for cash or check sales at the school site.
4. Parent & booster organizations must complete & submit the TTSD Parent Organization & Foundation Activity Report by the required due date in the fall for School Board consideration. If activities are not included on time, the organization must obtain event insurance and event will not be District sponsored.
5. Internet-based fundraising organizations that withhold a portion of fundraising funds, that prove a conflict of interest and/or ethics violation are strictly not allowed.
 - a. Internet-based fundraising on district or school websites, including links from district or school websites, require approval by the Superintendent or designee.
 - b. Internet-based fundraising organizations must comply with ORS 295, Depositories of Public Funds and Securities. A list of approved organizations can be made available upon request.
6. Funds shall be deposited into a:

- a. School donation account if for the general school population.
 - (1) Funds will be turned over to the district office directly from the fundraising organization.
 - b. Club or sport ASB account if for approved student groups including sports teams.
 - (1) Funds will be turned over directly to the School Bookkeeper.
 - (2) Teachers, coaches & advisors shall not collect funds.
7. All funds deposited in district accounts are under the control of the district and use of the funds requires strict adherence to all district policies, rules and procedures.
- a. Funds deposited into ASB accounts require student organization approval for expenditures and are under the review of the ASB treasurer.
 - b. Funds will be spent on a cash basis, meaning expenditures will not be made until funds are collected, except when preapproved such as parent organization funding of school field trips.
8. If fundraising for a trip, procedures for Extended Field Trip must be followed.
9. District employees shall not perform any duties for an outside fundraising group or organization during the employee's regular working hours or during any additional time that they need to fulfill their employment responsibilities; nor will an employee use any district facilities, equipment or materials in performing work for the outside group or organization unless authorized by the superintendent or designee.

See policy DED – District Foundation
See policy IICA – Student Field Trips
See IICA-AR – Extended School-Sponsored Trips for Students
See policy EFA – Local Wellness Program
See Policy IGDG – Student Activity Funds
See IGDK-AR - Non-School Sponsored Study, Athletic Tours, Trips and Competitions

Corrected 2/11/19; Corrected 8/22/19; Corrected 8/28/19; Corrected 9/17/19